1. Opening

2. 70 % Rule

3. Procedure Design Study technical reporting

4. First annual report

5. AOB
70 % rule

• Inventory among participants most institutes replied

• Inventory among participants shows that at 30\textsuperscript{th} June 2006 spending will be around 1.1 MEuro

• 70 % limit is 1.75 MEuro
70 % rule

• Impact on annual report (most likely)
  – None: Annual report continues as planned, submitted at 10\textsuperscript{th} of August to commission
  – In order to get advance payment a second round of financial reporting will be required (C-forms and Justification of resources)
  – Date for 2\textsuperscript{nd} round is critical: 70 % threshold must be passed
Annual Report

• Why this meeting?
  – DS-managers are at the heart of the reporting line => consistency
  – Report is in summer months; this is a risk w.r.t. availability of key-personnel
  – Annual report is a lot of work even with limited progress
  – Timeline is short and critical
Towards 1st annual report

Consistency

Progress Report

C-forms + Justifications

Activity & Progress Reporting

Administrative Reporting

Participant - 1
Participant - 2
Participant - 3
Participant – x

DS-2  DS-3  DS-4  DS-5  DS-6  DS-7  DS-8
Reporting procedure

- Identifying the steps towards annual report
- Provides financial figures to DS-managers thus ensuring consistency
- Templates available for every step in the process
- Procedure also available on website
Flowchart (1)

Project Manager

Request for Reports (1)

Participant

Audit Form?

YES

Provide Audit Form (2)

NO

Prepare Form C and JoR (3)

Audit Form

Form C and JoR
Flowchart (2)

- Project Controller:
  - Prepare financial figures (4)

- Task Leader:
  - Report Task Level (5)
  - DS-Task figures

- DS Manager:
  - Approve Task Level (6)
  - Report DS Level (7)
  - DS figures

- Task Report

- REVISE
Flowchart (4)

Coordinator

Distribute EC contribution (12)

Write Distribution Report (13)

EC

EC Reports Approval

EC Financial contribution to Coordinator

Distribution Report
• Following reports are expected
  A. an activity report including:
     - a progress report,
     - the list of deliverables,
     - a report on the use and dissemination of knowledge.
  B. a management report (financial information) including:
     - a justification of the resources deployed,
     - the Form C Financial Statements (which may require an Audit certificate if provided for under Article 7.2 of the contract),
     - a summary financial report.
  C. a report on the distribution of the Community financial contribution
A. an activity report including:
- a progress report,
- the list of deliverables,
- a report on the use and dissemination of knowledge.

⇒ We have prepared a template for DS-managers specifying their input on A.
⇒ We have prepared a template for Task leaders specifying their input on A.
⇒ Consortium Management Report resp. of Coordinato
Towards 1st Annual Report:
Contents of Report

- Table identifying man months performed during the reporting period
- Progress during the period, significant achievements
- Identify changes between work planned and performed and identify actions for correction
- List of achieve milestones/workshops etc.
- Identify deliverables for this reporting period
- Evidence of deliverables and if not report (e.g. photographs of prototype)
- **Concept template for Design Study+Task Report**
Towards 1st Annual Report:
Advice to DS managers

- Start Technical Reporting in May/June
- Make sure that reporting within DS has higher frequency (quarterly/bi-monthly)
- Separate between confidential/non confidential information
- Identify deliverables for this reporting period
- Update ongoing meetings/workshops and major conclusions list
- Update ongoing publications/presentation/patent/web activity list
- Ask each participant to make a new 18 month plan for the DS tasks
Actions for DS-managers

• Start reporting early in DS (early June)
• Check availability of Task Managers in summer months
• Stress importance of C-forms and justifications also within DS
• DS-managers => Provide vacation dates to SKADS Project Office
B. a management report (financial information) including:
- a justification of the resources deployed,
- the Form C Financial Statements (which may require an *Audit certificate* if provided for under Article 7.2 of the contract),
- a summary financial report
⇒Templates for Form C and Justification of resources are available
⇒Financial staff of participants are informed about use of templates
Annual Reporting: Advice to Participants

- C-Form is decisive document w.r.t. EU-funding
- Justification of resources is link between C-form and Progress Report
- Make sure traceability is accurate:
  - Receipts from travel expenses are available
  - Make sure you can account for the time of resources
- Own accounting rules are leading
C. a report on the distribution of the Community financial contribution

• => Responsibility of the Coordinator
Towards 1st Annual Report

- **Official Timeline for Report 2006:**
  - July 1, 2006: Request for Reports
  - July 30, 2006: Provide Forms C, Audit Certificates, Justifications of Resources
  - July 16, 2006: Prepare financial figures
  - July 21, 2006: Report Task level
  - July 26, 2006: Report DS level
  - August 10, 2006: Submit reports to the EC
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Follow up

• Presentation online, this week
• All templates available this week
• Document server available early May
• Quality Plan ready and available early May
• Formal kick-off 1st of July
Project Environment

• **Document Server (available early May)**
  – Contains all official SKADS documentation
    • The Annual Report
    • All Documents that are deliverables
    • Minutes of Board meetings
    • ‘Confidential’ Publications
  – Access controlled by SKADS Project Office

• **Wiki Pages**
  – To enable information exchange within Design Studies
  – Controlled by SKADS Project Engineer
  – Contains as a minimum
    • Minutes of meetings and telecons
    • Agenda for all meetings and telecons
• Please find herewith attached the annual report (part A - Activity report) for the xxx Design Study. This is NOT the final version - as a few of you know, I am still chasing input and considering murder as an attractive management tool.

• The drop-dead deadline for submitting corrections to the EC is xxxx There will be no further extension.

• LET US DO A BETTER JOB!!!